

# **MUNCIE PUBLIC LIBRARY**

## **JOB DESCRIPTION FOR LEAD TEACHER'S AIDE**

**Hours:** 20 hrs (part-time)

**Salary:** \$11.54 per hr

This is a temporary grant position that ends May 19, 2016

### **PRIMARY JOB FUNCTION**

Provides assistance to Teacher in grant administration responsibilities. Referred to as "Lead Aide."  
Provides assistance to Teacher in preparing and implementing supportive and supplemental educational programs to at-risk elementary school children with an emphasis on reading, math, study strategies and citizenship skills.

### **ESSENTIAL JOB FUNCTIONS**

Enters data into the EZ Reports data collection system.  
Provides excellent service to Library customers, students, parents and school system.  
Teaches pre-prepared lessons when Program Director is absent.  
Actively promotes Library services, books and programs.  
Assists Teacher in preparing daily lessons.  
Assists students individually and in small groups with their lessons.  
Assists in maintaining an environment conducive to learning.  
Manages student behavior to encourage best possible student educational experience.  
Prepares displays, posters, signs, handouts, etc.  
Compiles grades and maintains statistics.  
May accompany students in traveling from school to Library.

### **OTHER JOB DUTIES**

Assists Teacher with writing semester progress reports as needed.  
Attends required training and employee meetings.

### **WORKING CONDITIONS**

Classroom setting with no substantial exposure to adverse environmental conditions. Must be able to travel with students on public transportation. Exposure to adverse weather conditions while traveling. Duties require alternating between sitting and standing. Constant use of computers and other classroom equipment. Works independently and without close supervision. Works with children of all abilities and of different conduct statuses.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of structure and content of the English language including the alphabet, numbers and meaning of words for reading and writing.  
Skills in basic mathematical and statistical calculations.  
Basic computer skills including use of mouse, keyboard, Windows and peripheral equipment.  
Knowledge of acceptable and effective behavior management techniques.  
Ability to handle disruptive situations in a calm, professional and compassionate manner.  
Flexibility to adapt to an ever changing learning environment.  
Ability to learn new duties, procedures and policies quickly.  
Ability to work with limited supervision.  
Ability to meet deadlines and be consistent and accurate with detailed work.  
Ability to comprehend and carry out directions.  
Ability to work positively with students, co-workers, parents, and others involved in program.  
Discretion and independent judgment to make competent decisions.

### **PHYSICAL DEMANDS**

Sufficient mobility to access work areas and public transportation.

Alternatively standing and sitting for long periods of time.

Sufficient dexterity to manipulate keyboards, mouse and other classroom equipment.

Continual, repetitive arm and hand motions.

Fine finger dexterity.

Must be able to access, lift and carry materials of various size and weight from varying heights.

Ability to give/receive verbal, auditory and written communications in person, over telephone and by email.

Occasional lifting of materials weighing up to 10 lbs laterally, to and from floor, waist and overhead heights.

Occasional carrying of materials weighing up to 10 lbs.

Frequent bending, reaching and handling.

Visual acuity to distinguish letters, words and numbers.

Unimpeded auditory perception of spoken word.

### **EQUIPMENT USED**

PC	Electronic scheduling software	Glue	Keyboard
Mouse	Word processing software	Paper cutter	Scissors
Spreadsheet software	Desktop publishing software	Photocopier	Email
Printer	Calculator	Fax	Telephone system
Broom	Glue	Paper cutter	Craft materials

### **MINIMUM QUALIFICATIONS**

High school diploma or GED with a minimum of 60 credit hours of college required. Experience working with at-risk children preferred. Excellent customer service, organization and communication skills required. Basic computer skills including Windows, use of mouse and keyboarding required. Knowledge of age appropriate computer applications for first through fifth grades desired.

**JOB CODE:** 423 addendum

**EFFECTIVE DATE:** 1/5/2009, 7/8/2010, 2/2/2016

**Muncie Public Library is an equal opportunity employer and committed to diversity.**

This job description contains information necessary to evaluate and distinguish it adequately from other jobs. The job duties may change at the discretion of management, and an employee may be asked to perform duties that are not listed above. The job description does not constitute a contract between an employee and MPL.